

Volunteer Satisfaction Survey Information Sheet



This *Volunteer Satisfaction Survey Information Sheet* explains the procedure for taking part in the Butterfly Conservation Volunteer Satisfaction Survey (May 2024). This will help you to understand why and how the survey is being carried out and what participation will involve. Please contact Butterfly Conservation (volunteering@butterfly-conservation.org) if anything is unclear or if you have any questions.

1. Who is conducting the survey?

The survey is being carried out by Butterfly Conservation (BC). The key contacts for these questions are Kate Barrett and Louise Daniels (volunteering@butterfly-conservation.org)

2. What is the purpose of the survey?

The aim of this questionnaire is to better understand what motivates and discourages volunteers from signing up for and / or participating in our work. This information can be used to guide future engagement activities.

3. Do I have to take part?

No. Taking part is completely voluntary and deciding to not take part will not disadvantage you in any way.

4. What will happen if I take part?

Participating will involve completing an anonymous questionnaire survey that is accessed online via the generic survey link in the invitation email. Your data will then be combined with all other responses and analysed by Butterfly Conservation staff, following BC's [Data Protection Policy](#).

5. Are there any risks in taking part?

There are no risks to taking part in the survey, which the research team can foresee. The research team are not part of the UK regulatory agencies.

6. What are the possible benefits of taking part?

There are no immediate direct benefits to taking part in this project; however, we hope that following analysis of the results, we will be able to make improvements to how we support existing and future volunteers, to increase our reach and inspire more people to get involved.

7. Will my taking part in this project be kept confidential?

Yes – the survey is designed to be anonymous. No personal data (names or email addresses) will be linked with any survey responses at any time. We request you avoid including information in the free text boxes that could identify any individuals.

All questionnaire data will be handled with complete confidentiality by Butterfly Conservation staff, following our [Data Protection Policy Statement](#) and [Privacy Statement](#).

8. What will happen to the information I provide?

The information you provide will be captured electronically by Butterfly Conservation via SmartSurvey software. Only Butterfly Conservation staff working on this survey will have access to the raw data gathered and the data will be stored securely to support analysis. Raw data will be held for two years.

Summary reports will be written according to the responses to the survey. Other reports summarising the results will be shared within Butterfly Conservation and may be made publicly available through presentations and publications. Summary statistics from the survey may be shared online.

9. Data Protection

No personal data (names or contact details) will be collected. All data processed or accessed by Butterfly Conservation (the Data Processor and Data Controller) will be anonymised. Only Butterfly Conservation will use the name and email address you have provided when registering as a volunteer in order to contact you with a link to this survey and subsequent findings.

The Butterfly Conservation privacy statement is set out on the BC website <https://butterfly-conservation.org/privacy-and-cookies>

If you wish to complain about the use of your information please contact Butterfly Conservation in the first instance (info@butterfly-conservation.org).

Thank you for taking the time to read this information sheet and contribute to the survey